

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
3	08/08/11	Open	Action	07/25/11

Subject: Authorizing Travel Outside the United States for the Maintenance Superintendent - Wayside and Senior Systems Engineer to Attend the IEEE Overhead Contact System and Traction Power Subcommittee Meetings in Edmonton, Alberta, Canada.

## ISSUE

Whether or not to authorize travel for the Maintenance Superintendent - Wayside and Senior Systems Engineer to attend the September 2011 Institute of Electrical and Electronics Engineers (IEEE) Overhead Contact System (OCS) and Traction Power (TP) Subcommittee Meetings in Edmonton, Alberta, Canada.

## RECOMMENDED ACTION

Adopt Resolution No. 11-08-\_\_\_\_, Authorizing Travel Outside the United States for Michael Cormiae, Maintenance Superintendent - Wayside and Craig Norman, Senior Systems Engineer to Attend the IEEE OCS and TP Subcommittee Meetings In Edmonton, Alberta, Canada.

## FISCAL IMPACT

All travel expenses will be reimbursed to Regional Transit (RT) and the employee by IEEE.

## DISCUSSION

Staff requests Board approval for the Maintenance Superintendent - Wayside and Senior Systems Engineer to travel to Edmonton, Alberta, Canada to attend the IEEE OCS and TP subcommittee meetings held September 12-15, 2011. These meetings are held tri-annually and provide an opportunity for information exchange between other transit agencies and consulting engineers on the latest technical issues related to OCS and TP. The meetings in September are holding group discussions (of which both RT employees named above are active participants) on proposed standards for the OCS and TP associated with light rail transportation systems.

Staff recommends authorization for travel by the Maintenance Superintendent - Wayside and Senior Systems Engineer to attend the Institute of Electrical and Electronics Engineers Overhead Contact System and Traction Power subcommittee meetings from September 12 – 15, 2011.

---

Approved:

Presented:

Final 7/29/11

General Manager/CEO

AGM Engineering and Construction

C:\Temp\BCL Technologies\NitroPDF6\@BCL@9C0A0B3F\@BCL@9C0A0B3F.doc

RESOLUTION NO. 11-08-\_\_\_\_\_

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

August 8, 2011

**AUTHORIZING TRAVEL OUTSIDE THE UNITED STATES FOR MICHAEL CORMIAE,  
MAINTENANCE SUPERINTENDENT - WAYSIDE AND CRAIG NORMAN, SENIOR  
SYSTEMS ENGINEER TO ATTEND THE IEEE OCS AND TP SUBCOMMITTEE  
MEETINGS IN EDMONTON, ALBERTA, CANADA**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE  
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, travel outside the United States by Michael Cormiae and Craig Norman for the purpose set out in the attached Travel Request Form will serve a Regional Transit business purpose and is hereby approved in accordance with Section 9.211 of Title IX of the Regional Transit Administrative Code.

THAT, the Chair is hereby authorized to sign the attached travel request forms.

\_\_\_\_\_  
DON NOTTOLI, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary

# Request For Travel

1. **Originating Department:** Light Rail – Wayside

**Purpose:** (Description) To attend the IEEE OCS Subcommittee Meeting. 100% of cost will be paid by Regional Transit with reimbursement back from IEEE.

2. **Function to Attend:** IEEE OCS Subcommittee Meeting  
(Title of seminar, conference, peer review, etc.)

3. **Destination:**  In U.S.: \_\_\_\_\_  
(Location)  
 Outside U.S.: Edmonton, Alberta, Canada  
(Location)

4. **Dates:** a) Travel Sept-11-2011 (Sun) to Sept-15-2011 (Thurs)  
b) Meeting Sept-12-2011 (Mon) to Sept-15-2011 (Thurs)

5. **Estimated Trip Costs:**

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$100.00	\$800.00	\$ 675.00	\$ 0.00	\$1,575.00

6. **Travel Advance:** Based on estimated of total costs (above) \$0 x 90% = \$0

7. **Person Attending:** Name Michael Cormiae  
Signature  Date 7/5/11

(Signature of person requesting travel authorization constitutes declaration that personal business or other non-District purpose pursued on trip, if any, shall not interfere with scheduled meeting or other purpose of District travel.)

8. **General Ledger Number:** P-Card 690006

9. **Funds budgeted and unencumbered:** W. Mokhov. 7-6-2011  
Financial Analyst Date

10. **Senior Staff Review:**  7/6/11  
Senior Staff Member Date

11. **Approval Required by:** (check one)
- a.  **Board** (travel outside of the U.S.)
  - b.  **Chair** (travel by Board Member, General Manager, or Chief Legal Counsel within the U.S. or any travel outside the U.S. that could be not be anticipated in advance of a board meeting) or Vice Chair for Chair
  - c.  **General Manager** (budgeted and unbudgeted travel within the U.S. by staff)

**Approval:** \_\_\_\_\_  
Signature of Authorized Officer Date

# Sacramento Regional Transit District

# Request For Travel

1. Originating Department: Systems Design Engineering - Dept 52

Purpose: (Description) To attend the IEEE OCS Subcommittee Meeting. 100% of costs will be paid by Craig Norman with reimbursement to him by IEEE.

2. Function to Attend: IEEE OCS Subcommittee Meeting  
(Title of seminar, conference, peer review, etc.)

3. Destination:  In U.S.: \_\_\_\_\_  
(Location)

Outside U.S.: Edmonton, Alberta, Canada  
(Location)

4. Dates: a) Travel Sept-11-2011 (Sun) to Sept-15-2011 (Thurs)  
b) Meeting Sept-12-2011 (Mon) to Sept-15-2011 (Thurs)

5. Estimated Trip Costs:

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$100.00	\$800.00	\$ 675.00	\$ 0.00	\$1,575.00

6. Travel Advance: Based on estimated of total costs (above) \$0 x 90% = \$0

7. Person Attending: Name Craig Norman  
Signature  Date 7.6.11

(Signature of person requesting travel authorization constitutes declaration that personal business or other non-District purpose pursued on trip, if any, shall not interfere with scheduled meeting or other purpose of District travel.)

8. General Ledger Number: 51.69005  
51.69006

9. Funds budgeted and unencumbered: Paid By Employee  
Financial Analyst \_\_\_\_\_ Date \_\_\_\_\_

10. Senior Staff Review:   
Senior Staff Member \_\_\_\_\_ Date 7-6-11

11. Approval Required by: (check one)

- a.  **Board** (travel outside of the U.S.)
- b.  **Chair** (travel by Board Member, General Manager, or Chief Legal Counsel within the U.S. or any travel outside the U.S. that could be not be anticipated in advance of a board meeting) or Vice Chair for Chair
- c.  **General Manager** (budgeted and unbudgeted travel within the U.S. by staff)

Approval: \_\_\_\_\_  
Signature of Authorized Officer \_\_\_\_\_ Date \_\_\_\_\_